

**AUTOMATED SYSTEMS SPECIALIST**  
**(Computer Technician)**  
**311**

**DEPARTMENT:** Williamsburg Regional Library/Support Services (Automated Services)

**NATURE OF WORK:**

Under the supervision of the Assistant Library Director, the Automated Systems Specialist (Computer Technician) is responsible for the installation, troubleshooting, and maintenance of personal computer hardware, software, and peripherals throughout the library system, assisting staff as needed. Assists in purchasing hardware, software, and peripherals. Assists with managing integrated library system (Dynix), and library network. Participates in the analysis and planning of automated services operations within the Support Services department.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Sets up and configures PC workstations to meet users' functional specifications.

Installs new PC software and performs PC system upgrades.

Trains library staff on software applications.

Addresses problems with PC hardware and software through the use of troubleshooting techniques. Makes repairs onsite when possible; tracks equipment sent offsite for repairs.

Contributes to library's hardware/software inventories and repair records.

Prioritizes requests for computer assistance and responds accordingly.

Develops and maintains knowledge of the PC industry. Uses this knowledge to help assess the need for and make recommendations on the purchase, repair, and replacement of library PC hardware, software, and peripherals.

Assists with Dynix and library network support including backups, upgrade installations, troubleshooting, and emergency shutdown.

May participate in library-wide committees or projects.

Performs other duties as assigned by supervisor.

**JOB LOCATION AND EQUIPMENT OPERATED:**

This job is based at the Williamsburg Library, requiring work at both the Williamsburg and the James City County Libraries. Administers work typically sitting in an office, in the computer room, and at library computer workstations. Requires frequent walking, light to medium lifting, working with cabling, and the use of hand

tools and some office equipment. Regular contact is made with vendors, technicians, community groups, employees, and the general public.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Proficiency with PC workstation set up and configuration, software and peripheral installation, troubleshooting techniques, and PC repair.

Understanding of library automation desirable, UNIX and Microsoft networking knowledge helpful.

Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.

Ability to communicate well with supervisor, colleagues, vendors, and the general public.

Ability to analyze and creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

### **MINIMUM QUALIFICATIONS:**

College degree in the field of computer technology, or equivalent education and experience. Previous library and/or public service experience preferred.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites.

Date: November 2001  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

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Position Title Automated Systems Specialist Position Number 311  
Department Williamsburg Regional Library Division Automated Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

**1. Speaking/Talking:**

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ Not essential to job function

**2. Hearing/Listening:**

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

**3. Reading:** (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other _____                                       |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: See job description

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## VI. *Physical Demands:*

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>				✓				✓	
<b>Push/Pull</b>					✓		✓		
<b>Hold/Carry</b>				✓				✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☐ waist to shoulder ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry  
(Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### **Ladders**

### **Stairways**

### **Steps**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Step stool         | <input type="checkbox"/> 1 flight                      | <input type="checkbox"/> 1-2                           |
| <input type="checkbox"/> 8' to 10' step ladder         | <input checked="" type="checkbox"/> 2 flights          | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder              | <input type="checkbox"/> 3 or more flights             | <input checked="" type="checkbox"/> 3-4                |
| <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
<b>Stand</b>			✓					✓	
<b>Sit</b>				✓				✓	
<b>Walk</b>		✓						✓	
<b>Run</b>	✓								

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- ☐ 0-5x                      ☒ 5-20x                      ☐ 20-50x                      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- ☐ 0-5x                      ☐ 5-20x                      ☐ 20-50x                      ☒ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

- ☒ Essential to job function: These characteristics are necessary (Check all that apply)  
☒ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)  
☐ Not essential to job function

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			